

S E C R E T

DDA 83-0893/13  
19 October 1983

DDA REGISTRY

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training and Education

FILE: 30-7

FROM:

Executive Officer to the DDA

25X1

SUBJECT:

FY 1985 Congressional Budget

25X1

1. As you are aware, it will not be long before we will be involved in the preparation of the FY 1985 Congressional Budget. While we cannot do much with the numbers until we hear from OMB and get a final DDA position and fund level, there is some preliminary work we can and should get out of the way early. We will again feature photographs, graphics, and special topics (or 'blue plates') in our budget presentation.

25X1

2. More specifically, it is requested that your Office come up with two/three photos (with brief explanatory captions) to illustrate and support the DDA program, and develop two/three 'blue plate' specials which could be considered for inclusion in the FY 1985 Congressional Budget. The latter are one- to two-page descriptions of unusual accomplishments, unique contributions to the intelligence process, or other activities which demonstrate the value of importance of support to the Agency and its mission. The 'blue plate' specials, which have been well received in the past, permit us to elaborate on selected topics which cannot be treated in detail within our normal budget presentation format. Examples of 'blue plate' specials are attached. To the extent possible, photos should be action oriented and should be used to complement or supplement the 1983 accomplishments section, which should also be worked on now. Unless there is a

25X1

S E C R E T

S E C R E T

particular story involved, photos of equipment, per se, are not especially helpful. The accomplishments section (1 Dec 82 - 30 Nov 83) should be specific and as detailed as it needs to be to give a Congressional reader a good view of the importance of the work accomplished. Where possible, productivity data or other quantitative information as well as external evaluations or assessments of performance should be included.

25X1

3. The photos and 'blue plate' specials are to be forwarded to this office by COB 10 November 1983. This will avoid having to deal with this aspect of the budget preparation process concurrently with required revisions to the fiscal and related supporting data once we get an approved program level for FY 1985. The schedule outlining specific Congressional Budget requirements--including due dates--probably will be issued in late October 1983. For further information regarding the development of the Congressional Budget, please refer to pages 29 through 35 of the 1985 Program and Budget Call booklet. If you have any questions on the appropriateness of specific topics for treatment as blue plate specials or if you do not have a blue plate special to contribute, please contact [redacted] (DDA Management Staff - [redacted]) by COB 28 October 1983. [redacted]

25X1  
STAT

25X1

25X1

Attachment

DDA/MS [redacted]  
Orig & 8 - Adses (w/att)  
1 - EO/DDA (w/o att)  
1 - DDA Subject (w/o att)  
1 - DDA Chrono (w/o att)  
1 - DDA/MS Subject (w/att)  
1 - DDA/MS Chrono (w/o att)

25X1

S E C R E T